

JOB DESCRIPTION

Job Title: Group HSE (Health, Safety & Environment) Manager

Department: HSE

Requirement Overview

Reporting to the Chief Operating Officer, this position is a requirement for a highly experienced, focused, and driven Health and Safety Professional to assume the role of Group HSE Manager. The appointed candidate will be responsible for assuring compliance in line with ISO9001, ISO14001, ISO 45000 and ISO 50001

The main purpose of this role is to provide expert leadership and advice in safety, health, environmental and risk management measures across the activities of the group, ensuring “Best in Class” environmental and health and safety standards are met and a continuously improving trend is established.

Their remit will be to “root and branch” create and establish and drive strategy, methodology, systems, processes, and personnel to achieve this.

They will drive continuous improvement by using expertise and methodologies, whilst maintaining KPI targets, and high standards of Health, Safety & Environmental compliance, and impact.

Role and Responsibilities

- 1) Lead, develop and embed a high performing “Best in Class” health and safety culture in the organization.
- 2) To ensure there is a comprehensive health and safety learning plan for staff, and management within the site(s) they are responsible for.
- 3) To implement a health and safety reporting programme to allow management and staff to see the key areas of health and safety work and progress against key targets.
- 4) To ensure that the organisations health and safety policy is updated annually and implemented effectively across the organisation, acting as the responsible person, as specified in the policy.
- 5) To support senior staff across the organisation, to understand, mitigate and manage the risk associated with their business functions.
- 6) To ensure that routine health and safety checks are completed, that results are collated, and actions are logged and monitored.
- 7) Assist managers to maintain safe systems providing specialist advice, coaching training and practical support.
- 8) To ensure induction training on health and safety and provide guidance is rigorous and followed up and learning and support to staff at all levels as appropriate.
- 9) Establish audit methods to evaluate the effectiveness of health, safety and environmental systems and procedures and identify improvements.
- 10) To keep abreast of changes and updates in health and safety nationally and across the sectors that site operates in and advise Managers of areas of change.
- 11) To lead, co-ordinate and support routine health and safety checks, for example Fire Risk Assessments, Legionella Testing, Electrical and other Safety checks, ensuring that robust monitoring systems are in place with reliable data.

- 12) To lead (or direct their personnel to) investigations of any near misses and reported hazards, accidents or dangerous occurrences and to undertake actions to deal with the incident and support staff to ensure all required actions are undertaken to comply with Health and Safety obligations.
- 13) To ensure that effective fire safety management systems are in place as appropriate across the site(s) and that they are regularly tested and drilled.
- 14) Excellent knowledge and a proven track record in problem solving, especially Root Cause Analysis and 7-step Corrective Action plans
- 15) Review the systems for effective risk assessments, COSHH assessments and monitoring safe working practices and drive adherence to same.
- 16) Conducts process and procedure audits, with ideally familiarity/accreditation as Internal auditor of ISO9001, ISO14001, ISO 4500, ISO 50001
- 17) Ability to research, analyse and report within a manufacturing environment
- 18) Experience of implementing change from reactive to proactive practices
- 19) Familiarity with documented management systems
- 20) Good communication and interpersonal skills.
- 21) Pro-actively helping with solutions to improve production.
- 22) Liaising with Managers regarding any outstanding tasking health Safety and Environment within production and actively participating in their resolution.
- 23) Assisting to assist Managers and their teams, to ensure that the site area and all pertaining to it is kept clean and hazard free.

Person Specification

The successful candidates will need to demonstrate on a sustained basis in their employment the following.

- 1) They should have significant experience of achieving that “Best in Class” mission within multi-site manufacturing/engineering businesses.
- 2) Highly Professionally qualified it is imperative that they can demonstrate similar success within organisations who have made and completed the same journey. In this they will need to demonstrate
- 3) Understanding and establishment of “Best in Class” systems and performance and the metrics/results which underpin that.
- 4) The proven ability to take that model and apply it in different national legislative environments
- 5) The ability to build a suitably qualified and led team to deliver this model successfully including cultural shift and training.
- 6) To communicate clearly with existing and potential external partners and to other staff at Emtelle, in respect to activities processes and methodologies employed in the department.
- 7) Highly self-motivated, disciplined and organised with a close attention to detail, able to maintain accurate and robust records.

- 8) Ability to understand complex information and relay it to staff in an appropriate way
- 9) Excellent time management skills
- 10) Able to work to work collegiately with staff across the organisation to understand, embed and promote a strong health and safety culture.
- 11) Excellent verbal communication skills
- 12) Diligent and able to work on own initiative
- 13) Flexible and able to respond to incidents that may occur out of hours
- 14) Understand and be able to drive culture change
- 15) Trustworthy and reliable
- 16) Excellent IT skills
- 17) Time Management, they will deliver a high and sustained standard of attendance and timekeeping.
- 18) Demonstrable highly effective leadership skills.
- 19) Time Management, they will deliver a high and sustained standard of attendance and timekeeping from the teams they lead.
- 20) A focus on, and absolute adherence to Health and Safety and Environmental Requirements.

Knowledge

- 1) A graduate degree and/or strong experience in the following relevant engineering disciplines. Chemical, Polymer Mechanical /Electrical /Electronic and Telecommunications Safety related subjects would be advantageous.
- 2) NEBOSH (General Certificate) qualified or equivalent accreditation – Essential
- 3) COSHH Trained – Essential

Experience

- 1) Manufacturing experience in a comparable Lean Manufacturing environment and disciplines: Desirable
- 2) Knowledge and application of lean manufacturing techniques.
- 3) Expert knowledge of Health & Safety legislation.
- 4) Knowledge of Quality standards ISO9001, ISO14001, ISO 4500, ISO 50001
- 5) Strong PC skills, experience with planning tools such as ERP/MRP systems: Desirable
- 6) Experience of health and safety in Manufacturing and regulated activities
- 7) Experience of preparing and presenting reports to Manager/Senior Managers

Skills

- 1) Sense of urgency in completing tasking to required targets in terms of output quality and time.
- 2) Ability to work as part of and lead a team: Essential
- 3) Ability to respond to and give, instructions given as part of the HSE mission: Essential
- 4) Ability to communicate effectively with fellow employees: Essential
- 5) Ability to communicate effectively with and respond effectively to Management/Senior Management: Essential